

NIMH Office of Constituency Relations and Public Liaison (OCRPL) Outreach and Engagement Activities Registration

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(EVENT NAME) Registration Form

(EVENT DATE)

(EVENT LOCATION)

Please provide the contact information requested below to register for the (EVENT NAME) meeting. A confirmation email will be sent to the email address provided following the submission of this form. Online registration is available until (DATE & TIME). On-site registration will be available thereafter.

* Indicates required information.

Contact Information

First Name *:

Last Name *:

Degree:

Title *:

Organization *:

Street Address *:

Suite / Apt / Box:

City *:

State *:

Zip *:

Phone *:

E-mail address *:

Meeting Attendance

| | |
|--------------------------|---|
| <input type="checkbox"/> | (MEETING DATE & TIME) (MEETING LOCATION) |
|--------------------------|---|

Lunch Option

Due to the closure of the (MEETING LOCATION) cafeteria, a box lunch will be available at a cost of (COST) from (VENDOR). It will include (DESCRIPTION OF VENDOR OPTIONS).

Please make your choice and check the appropriate box:

| | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | (OPTION 1) |
| <input type="checkbox"/> | (OPTION 2) |
| <input type="checkbox"/> | (OPTION 3) |
| <input type="checkbox"/> | I do NOT wish to purchase a box lunch |

Payment will be collected onsite at the meeting, only cash will be accepted and the exact amount would be appreciated.

Lodging

Participants requiring lodging may reserve a room at (LODGING NAME) located at (LODGING ADDRESS).

Accommodation

Individuals with disabilities who may require sign language interpreters and/or reasonable accommodation to participate in this meeting should indicate the requested accommodation in the space provided below. Requests should be made at least 10 days in advance of the meeting.

I request the following accommodations:



Travel Information

Driving directions to the (MEETING LOCATION).

Metrorail directions to the (MEETING LOCATION) Additional information on the Metrorail system can be found at <http://www.wmata.com/>.

Contact Person for Comments or Special Accommodations

Phyllis Quartey-Ampofo at 301-443-8530 or quarteyp@mail.nih.gov